



Maryland Judiciary

Job Announcement

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Opening Date:	September 17, 2015	Closing Date:	Open Until Filled
Job Title:	Business Analyst – MDEC Specialist	Position Type:	Regular Full Time
PIN:	n16130 – n16134 (5 positions)	FLSA Status:	Exempt
Location:	Judicial Information Systems Annapolis, Maryland	Grade/Salary:	J16 \$57,323 - \$68,737
		Financial Disclosure:	Yes

Essential Functions: Elicits and gathers information necessary to analyze business processes and requirements of the courts; Translates requirements into case management system configuration; Maintains a document repository that contains both current and conceptual process profiles and models; Evaluates information received from sources and identifies conflicts, risks, and opportunities; Decomposes high level information; generalizes detailed information and makes recommendations for improvements in business processing; Collaborates in the production and maintenance of the following artifacts: functional requirements document, interface specifications, business process flow diagrams, court performance goals, etc.; Provides a verbal and written narratives to groups; Reviews legislative and rule changes to assess impact on business processes and technology changes; Configures case management system according to the user specifications; Mentors other business analysts on Judiciary processes and procedures; Performs other duties as assigned. **This position requires a Driver's License valid in the State of Maryland. It is expected that this position will travel, which may include overnight stays.**

Education: Bachelors' Degree from an accredited college or university.

Experience: 5 years of experience gathering and analyzing business needs and interpreting it to an application and operational requirements.

Preferred: Prior experience working with court procedures, court documents, and familiarity with court terminology.

Note: Additional work experience as specified above may be substituted for the education requirement on a year for year basis.

Skills/Abilities: Ability to solve problems and understand how to interpret customer business needs into application and operational requirements; Knowledge of system development life cycle; Ability to apply Business Analysis principles and best practices; Knowledge of software testing techniques; Ability to communicate tactfully and professionally with all stakeholders; Ability to develop requirement documents using standard templates in simple language; Ability to work independently, under the direction of the Court business Office Director; Ability to facilitate group discussions and meetings; Ability to engage in and prioritize assignments; Ability to translate business processes into technological solutions; Knowledge of Microsoft Office Tools; Ability to perform all the essential functions of the job.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.